

NSW INDIGENOUS CADETSHIP PROGRAM

KEY FEATURES

The *NSW Indigenous Cadetship Program* provides opportunities for public sector agencies to meet business needs whilst supporting Indigenous students to combine university study and employment.

Cadets in the program:

- Undertake *full-time* study toward an undergraduate degree, or vocational diploma or advanced diploma (eg TAFE), for 40 weeks of the year.
- Receive a study allowance during this time through program funding provided to the agency.
- Undertake full time work in the agency for 12 weeks each year with salary and associated costs met by agencies.
- Will be offered a permanent job by the agency on successful completion of the cadetship study and workplace components.

There is no cap on the number of places available and an increase in cadetships across NSW is encouraged by the NSW Department of Premier and Cabinet (DPC).

TIMEFRAMES

The length of a cadetship may range from 1 to 4 years due to different course lengths and the stage of study when a cadet commences. A cadetship can commence at any time during the year and at any stage of study.

FUNDING

The cadet study allowance and related expenses are paid to agencies by the Commonwealth Department of Education, Employment and Workplace Relations (DEEWR) on receipt of an invoice. Agencies also receive funding for program administration of \$1,000 per cadet per annum.

WORK PLACEMENTS

Work placements are a critical part of the cadetship providing on the job development opportunities and meaningful work experience relevant to the qualification. Placements are generally undertaken during the long break (December to February) when cadets work 12 weeks full-time, classified as a temporary employee. If this is not an optimal time for either the employer or cadet, different work schedules can be negotiated.

Agencies meet salary costs and provide a mentor for the cadet. Rates of pay depend on age, level of schooling and work experience and vary between awards. For public service departments, rates are tied to salary movements in the Crown Employees (Public Sector Salaries 2008) Award – see Circular 2008-36. The commencing salary is Clerk General Scale, not greater than Step 6, which is currently \$39,670 per annum full time. Circular 2004-28 contains Determination 2004-938 detailing cadet employment conditions.

CREATING A CADETSHIP

Steps in creating a cadetship include:

- Agency planning – for example, identifying the work areas and skill shortages to be targeted, the business units and supervisors responsible for cadet work placements, options for permanent employment at the end of the cadetship and the total number of cadets required.
- Identifying the range of suitable academic disciplines.
- Advertising cadetships and undertaking a recruitment process based on merit selection.
- Signing an agreement with successful applicant/s and registering it with DEEWR.

The permanent position may be designated at the outset, or if the cadetship is of sufficient length, identified and held during the course of the cadetship.

PROGRAM AGREEMENTS

DEEWR agreements cover agency and cadet obligations, and funding and termination requirements. DPC recommends that agencies use *the Sponsor Agreement*, not the Employer Agreement, as the latter requires superannuation and other entitlements to be paid for 52 weeks when the cadet is employed for 12 weeks per annum.

Agencies nominate a central contact person to register on the DEEWR website.

MARKETING AND BRANDING

To assist targeting of agency recruitment strategies, DPC has been working with all universities across NSW to:

- gather information about the number of Indigenous students and their field of study
- develop a contact list of university Indigenous centres
- disseminate a flyer promoting the program.

Agency coordinators will be able to forward information about cadetships to university contacts for direct email to students. Students with an interest in cadetships may also be registered on the DEEWR website.

All advertisements and promotional material relating to the NSW Indigenous Cadetship Program must include appropriate Commonwealth and State branding. This includes:

- DEEWR logo
- NSW Government waratah logo
- Agency logo (if required).

And the following text:

This project is supported by funding from the Commonwealth Government under Indigenous Cadetship Support, administered by the Department of Education, Employment and Workplace Relations.

FURTHER INFORMATION

Commonwealth: The Department of Education, Employment and Workplace Relations is responsible for program operations. Requirements can be found in the DEEWR [Indigenous Cadetship Support Handbook](#)

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NSW: The Department of Premier and Cabinet is responsible for allocating places to agencies, promoting the program to Indigenous communities, universities and schools, supporting agency information exchange, and program evaluation.

Information exchange will be supported by intermittent meetings for agencies and the establishment of an extranet (i.e. a password protected dedicated section of the DPC website) where agencies can access resources to market their cadetship opportunities. It will also house an agency contact list.

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